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3-3-3
Shelving

~~CONFIDENTIAL~~

25 October 1963

MEMORANDUM FOR: Chief, Personnel Operations Division

THROUGH : Records Officer, Office of Personnel

FROM : Chief, Records Administration Staff

SUBJECT : Filing Equipment for Personnel Operations Division

50X1

1. In compliance with your request, [redacted] of this Staff surveyed the Official Personnel Files area to determine what can be done to permit expansion of these files and at the same time provide desk space.

2. Attached are five drawings showing the floor space arrangement of three different types of filing equipment for accommodating these files.

3. Exhibit "A" illustrates the present file arrangement while exhibits B, C, D and E are scaled drawings showing the space layout using either conventional type shelf filing or motorized elevator type shelf filing.

4. Exhibits "B" and "C" are based on using 12 carrier elevator type files. The restricted height of the room precludes consideration of the 14 or 16 carrier type. Because of this restriction we lose from 9 to 18 cubic feet of filing space (depending on the number of carriers-14 or 16) for each unit.

5. Exhibits "D" and "E" are based on using conventional letter size document shelving. You will note that using this type of equipment will permit desk space in the secure area.

6. The attached drawings include information concerning utilization of floor space, cost and filing capacities of the various types of equipment.

7. If the decision is made to use shelf filing we propose a unitized type of shelving be procurred. This would eliminate the necessity for dismantling if shelving had to be moved. Illustrations of unitized shelving are attached.

8. Please call on us if we can be of further assistance.

50X1 [redacted]

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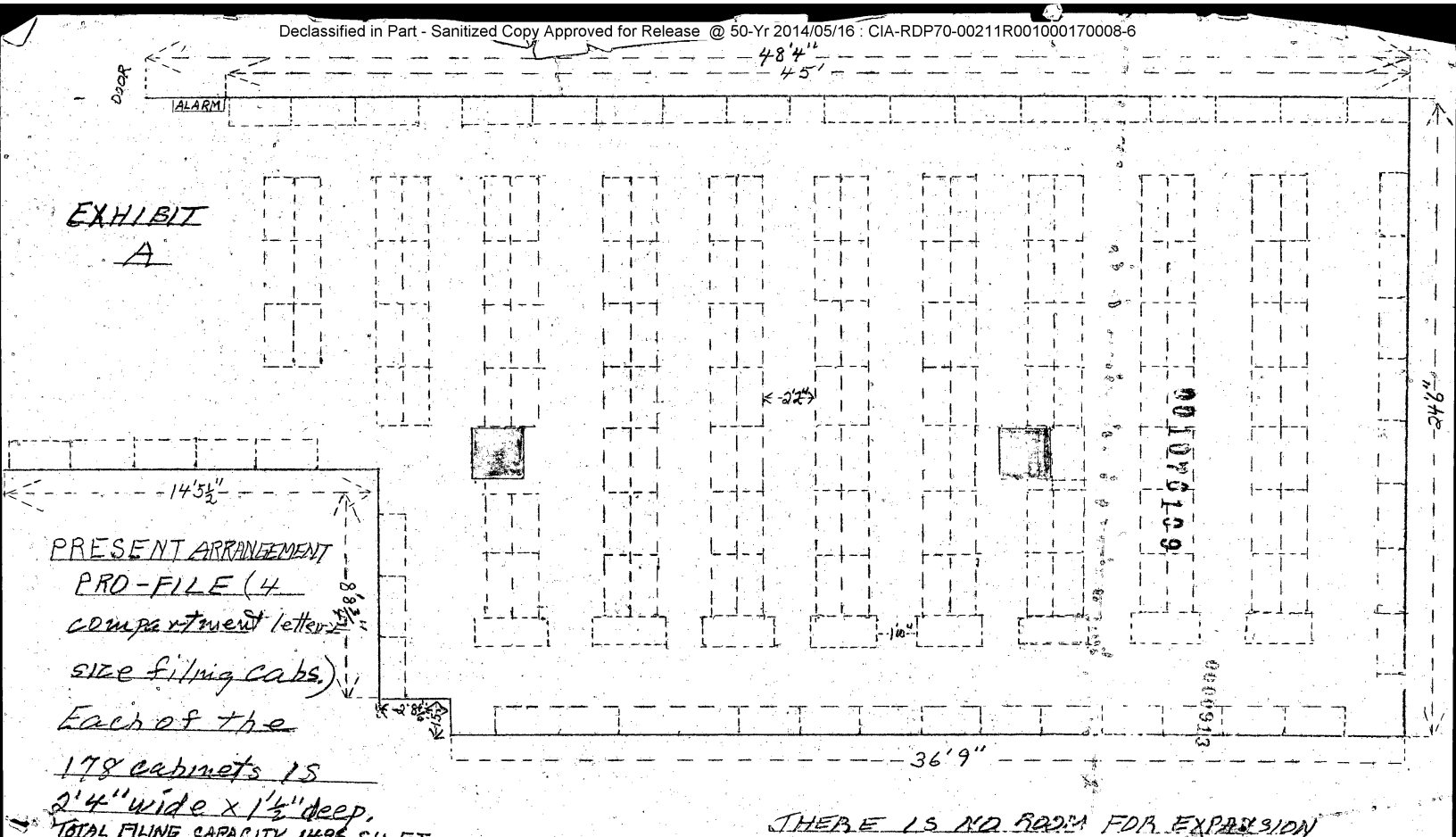

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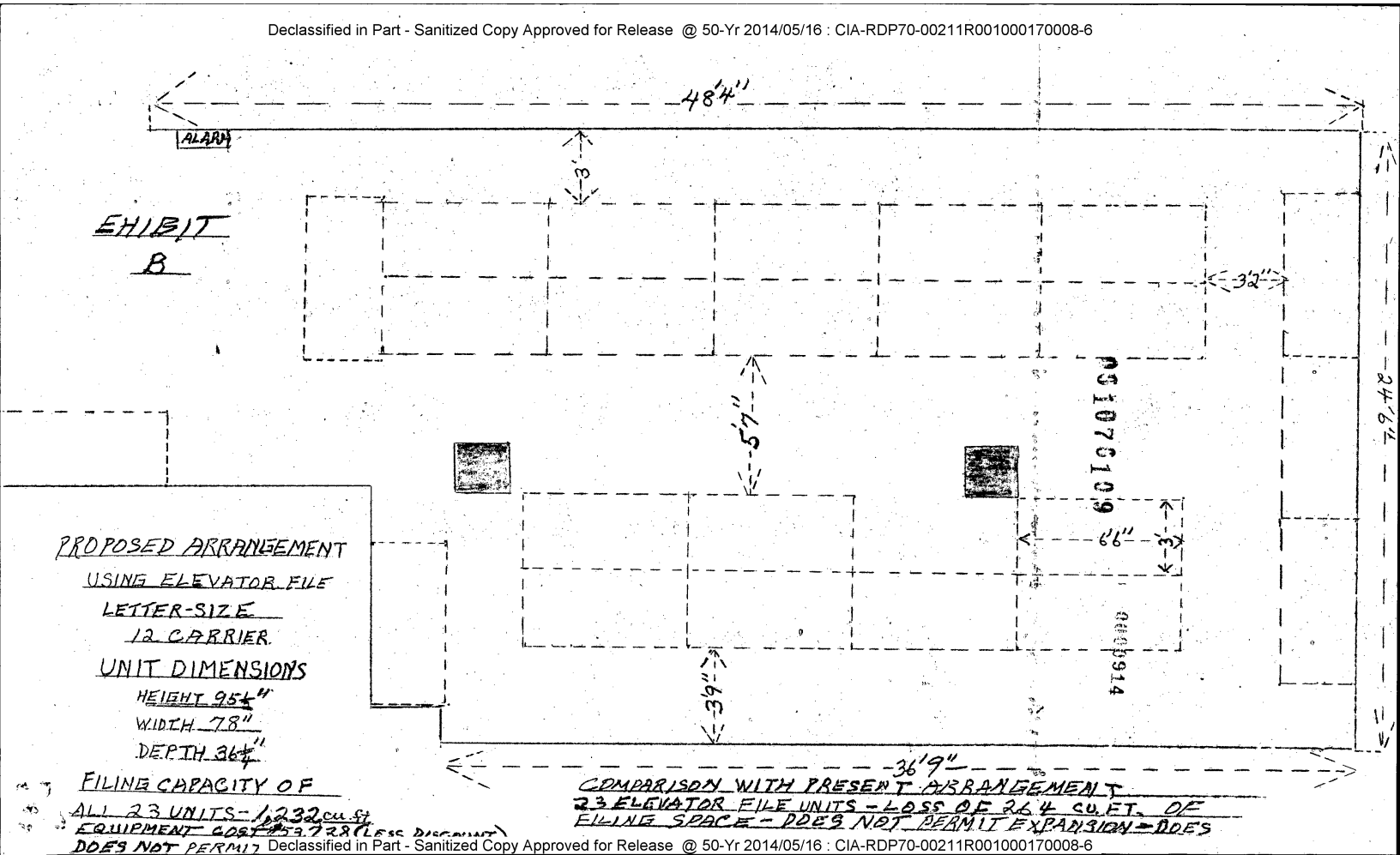

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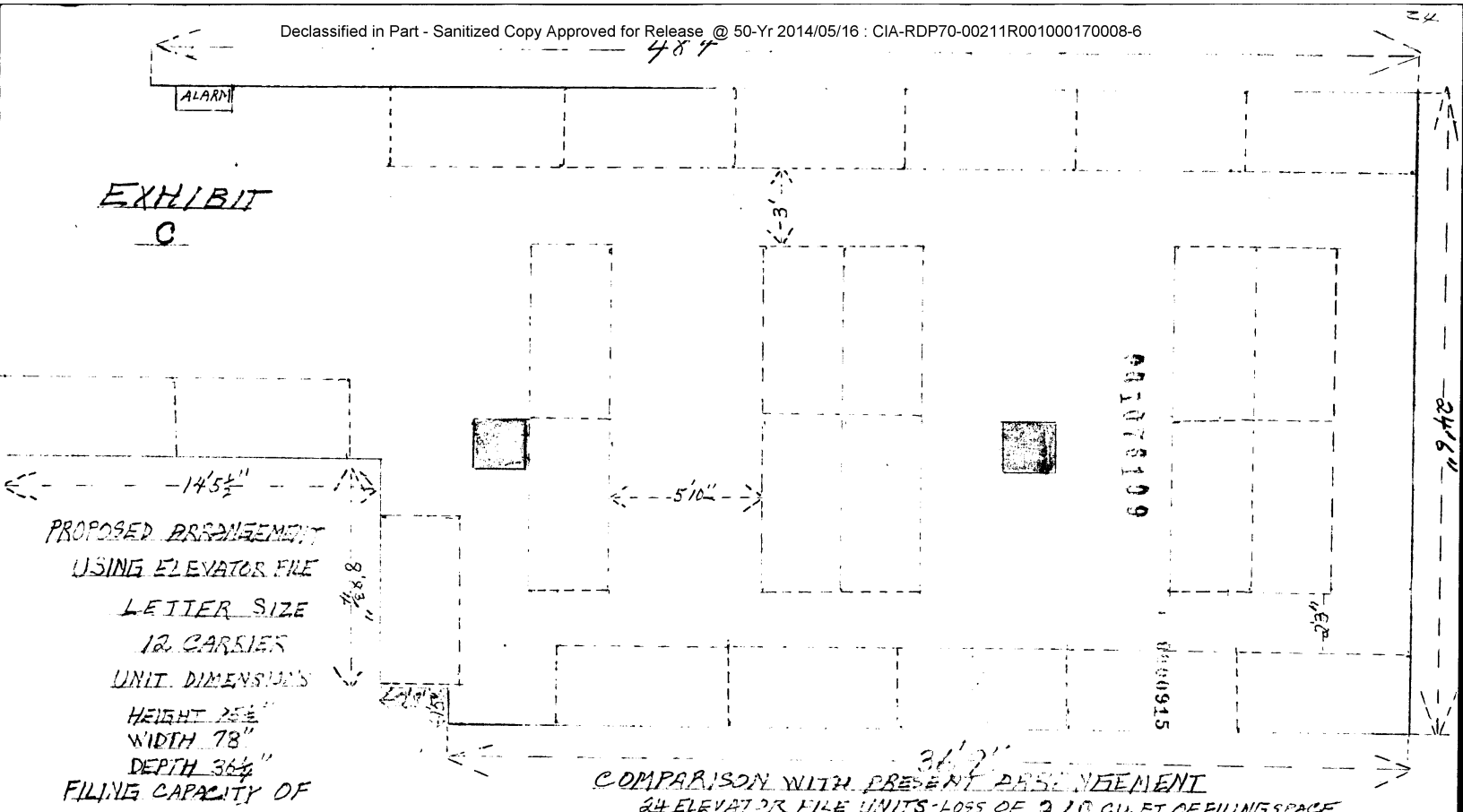

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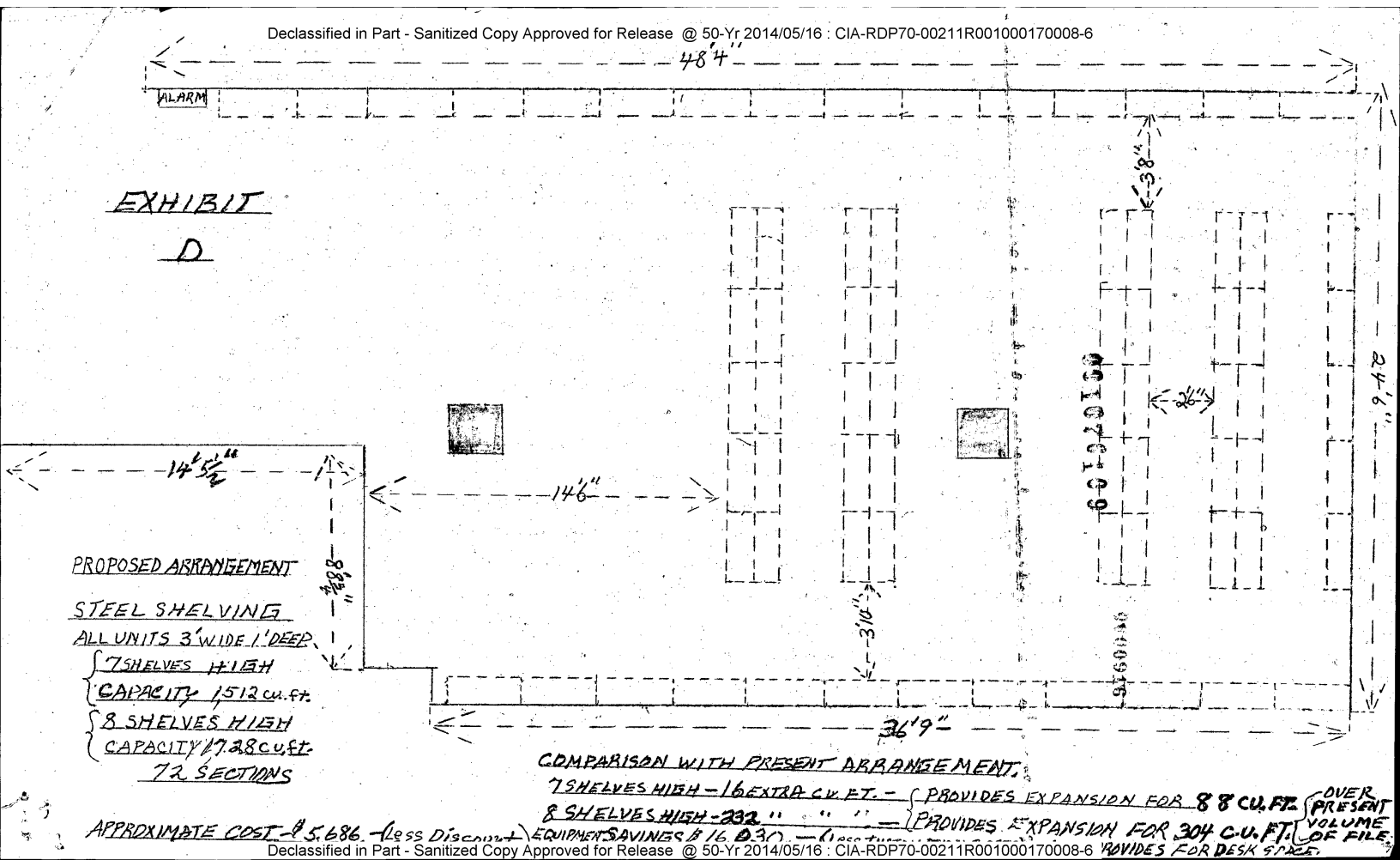

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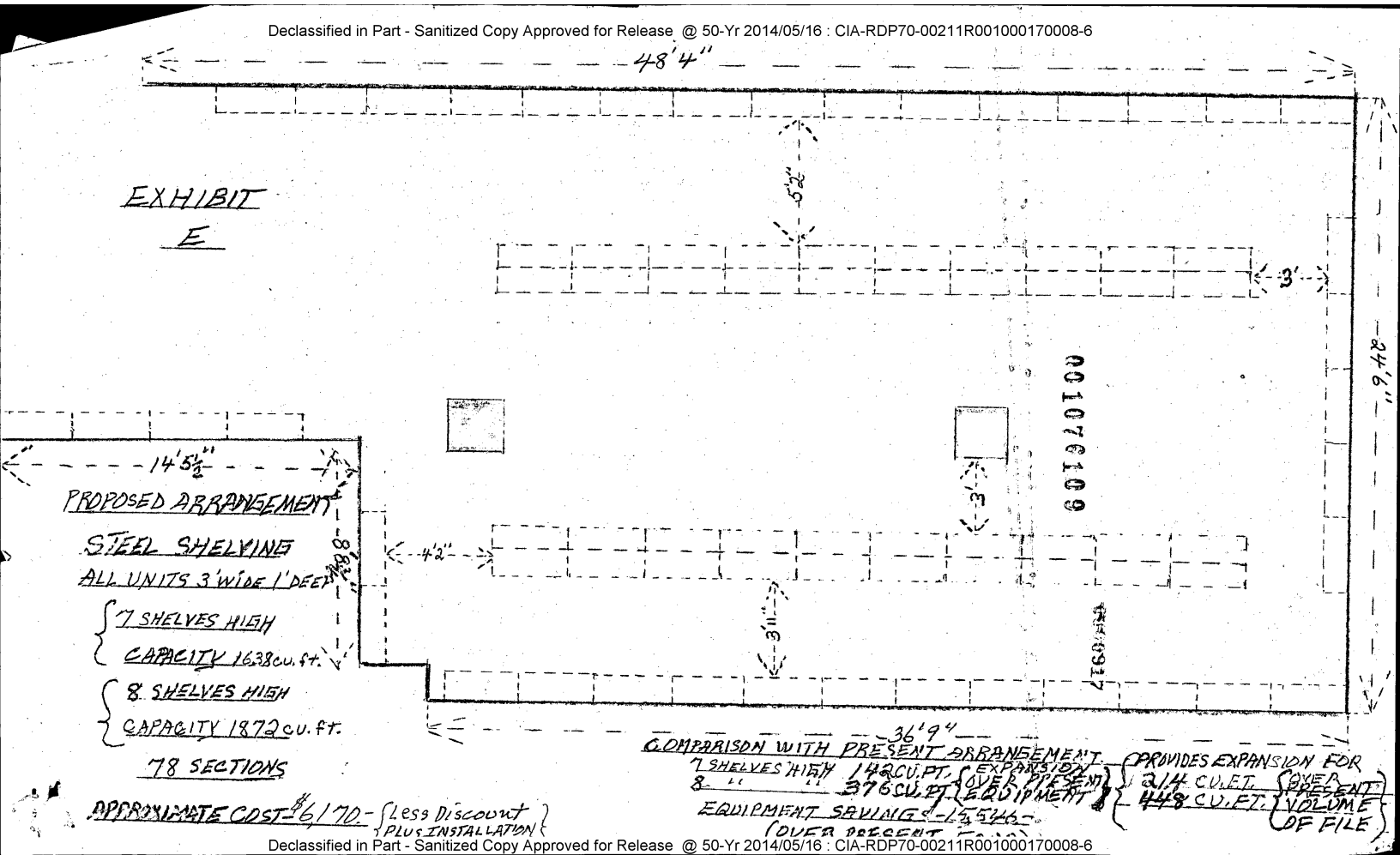

EXHIBIT
E

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